Galveston County is seeking a new Administrative Assistant for Professional Services! The right candidate will be responsible for providing administrative support for department operations.

We are changing the face of county government. Are you ready for the challenge?

- **We have AMAZING BENEFITS:**
    - **Med/Den/Vision**
    - **Gym Reimbursements**
    - **Direct Deposit**
    - **AFLAC**
    - **Disability**
    - **Free covered parking**
    - **Paid Life Insurance and much, much more!**
- **We are a team oriented environment**
- **Hourly Rate: $15.65**

If you meet the criteria listed below, please apply.

Required Skills:
- High School Education/GED
- 1+ year of experience in clerical office setting
- Exceptional written and oral communication skills
- Must have respect for clients and colleagues, and a desire to help people.
- Knowledge of modern office practices and procedures.
- Exceptional Computer skills, especially in MS Office
- Customer service experience is a MUST
- Excellent decision maker and problem solver
- Must be skilled in dealing with the public

Preferred Skills:
- Budgeting Experience

Some of the Duties Include: Assembles meeting folders; Maintains Director's daily calendar, procurement card receipts, forms and reports, department files, and office supply inventory; Prepares, submits and tracks all requisitions for payment; Develops and maintains contacts data list; Assists in the preparation of annual budgets; Maintains tracking system for contracts and amendments, essential date file of pending items for Commissioners' Court, and Tax Abatement and Tax Increment Reinvestment Zone files; Administers grant funds; communicates with contractors on grant projects as required; Provides administrative support in other Professional Services departments as needed; Makes travel and training arrangements; Able to report regularly for work and be on time.

To apply please visit our website
http://www.galvestoncountytx.gov/hr/Pages/Jobs-Online.aspx
and fill out our online application. Or apply in person at 722 Moody, 3rd Floor Human Resources Office.

ADA/Equal Employment Opportunity Employer/VETS WELCOME